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MontCAS English Language Proficiency Assessment Guidelines

Guidelines for Testing Early

Follow the same procedures and guidelines that are described in the Test Coordinators Guide and the Examiner Manuals.

REMEMBER TO:

- ▶ Administer each subtest in one sitting. Do not interrupt a subtest or break into sessions.
- ▶ Keep all the booklets for each student together.
- ▶ Keep all testing materials secure at all times.

Assessment Overview

The MontCAS English Language Proficiency (ELP) assessment is designed to assess the proficiency level of Limited English Proficient (LEP) students in the five areas of listening, speaking, reading, writing, and comprehension. (The comprehension score is a composite score based on the Listening and Reading sections.) The primary purpose of this assessment is to provide Montana educators with proficiency scores for use in their schools, systems, and state, as mandated by the No Child Left Behind Act of 2001.

Uniform test administration is essential to ensure high-quality, reliable test data.

The MontCAS ELP has forms for 5 grade spans: K, 1-2, 3-5, 6-8, and 9-12. Students must be tested with forms that correspond to their grade in school. No off-level testing is permitted.

The MontCAS ELP is divided into four subtests (Listening, speaking, reading, and writing). Each student should be tested in all 4 areas.

Test Security

The test materials are secure and should be handled by qualified personnel only. No part of the test booklet may be reproduced or transmitted in any fashion. At the conclusion of the test administration, all test materials (both used and unused) must be accounted for and returned to TASA, the test vendor.

Please refer to *OPI Guidelines and Procedures for Test Security*

<http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf>

Preparing for the Test

To prepare for testing, personnel administering the test should:

- read the MontCAS ELP 2006 Examiner Manual completely
- ensure that they have adequate materials for all students who will be tested
- notify students in advance of testing
- secure a CD player (or a computer with CD-ROM drive, sound card and speakers) for administering the Listening Test, and check the CD and the sound quality.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

Completing Student Demographic Data

Because no student barcode labels are available for the 2006 administration of the MontCAS ELP, all student demographic data on the answer documents will need to be bubbled in by the examiner or other school personnel. For the B Level only, student demographic data must be filled out on two separate forms (the Listening booklet and the Reading/Writing booklet). Make sure the data from both booklets match so that the student's scores on separate subtests can be correctly linked.

General Instructions for Test Administration

Because this is an English language proficiency assessment, students must respond in English in order for response to be considered correct.

In general, prompting is not allowed in this test because it may give an unfair advantage to some students. However, in specific situations where partial or unclear responses are given, the following general prompts are appropriate:

- To clarify the student's response, the examiner may say,
 - *I don't understand what you said.*
 - *Can you tell me more?*
- If the student answers in another language, the examiner may say,
 - *Can you say that in English?*
- The examiner may repeat directions, if necessary, but must do so before the child begins a response.
- If there is a distraction or interruption, the selection or question may be repeated.
- If a student asks for a question to be repeated, the examiner may repeat the question only once.
- If the child still does not understand what is being asked, the examiner should score that question as though the child gave no response (BL).
- The examiner must not modify directions in any way. To do so would provide an unfair advantage to one student or a group of students over others.
- The examiner should allow approximately 15 seconds of wait time for a student to begin a response to a question. This gives the student time to gather his or her thoughts and to think carefully before responding in English. If a child has not responded after 15 seconds, the examiner should move on to the next item or task and score the item as a "no response" (BL).

Specific step-by-step instructions are provided for the administration of each part of the test and can be found in the Examiner Manual.

Testing Absentees

Examiners should make an effort to see that all LEP students in the school are administered all sections of the MontCAS ELP. If a student is absent for a particular testing session, please schedule a make-up test for that student, as long as you can do so within the testing window.

Guidelines for Standard and Nonstandard Test Accommodations

Since the MontCAS ELP is not an academic content area assessment, as is the MontCAS CRT, some of the accommodations available to students for the CRT are not appropriate for the MontCAS ELP. Please refer to the Guidelines for Standard and Nonstandard Test Accommodations section of the Examiner Manual.